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DC Parks and Recreation

3149 16th Street, NW
Washington, DC 20010

Permit Procedures Manual

OBJECTIVE:

The purpose of this manual is to establish a consistent, fair, and equitable policy for considering requests, for permits, from the public for the utilization of DC Parks and Recreation's (DPR) facilities, ballfields, and other properties. Also included is information on the use of certain federal properties in the District of Columbia. Staff of the DPR Permit Office will comply with these regulations and provide equal access to these facilities for all residents. The DC Parks and Recreation and the National Park Service do not discriminate on the basis of age, gender, race, ethnicity or religion.



PRIORITIES AND REQUIREMENTS:

It is the policy of the Permit Office to issue permits on a first-come, first-served basis to all residents. However, as part of that policy, the following priority system will be used:

- PRIORITY #1:** District of Columbia youth residents
- PRIORITY #2:** District of Columbia adult residents
- PRIORITY #3:** Non-resident youth
- PRIORITY #4:** Non-resident adults

Permits for the use of all DPR facilities will be issued only to persons 21 years and older. Proof of age and residency must be validated prior to the issuance of a permit. Proof of age and residency include: a valid driver's license, employment identification, passport, and utility bills. An application for a permit must be submitted for groups of 10 or more patrons at any event.

PERMIT APPLICATION PROCESS:

Submission Process

To obtain a permit, a completed Permit Application Form (PAF) must be mailed or hand-delivered to: DC Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010, or, faxed to (202) 673-2087. Blank Permit Application Forms can be obtained at (1) the Permit Office or the DPR's Customer Service Office located at its Headquarters – 3149 16th Street, NW, Washington, DC (2) any neighborhood recreation center (3) a blank PAF is enclosed in the middle section of this manual and may be duplicated. PAF's can also be obtained by contacting the Permit Office at (202) 673-7667/7449 or by visiting our website at www.dpr.dc.gov

To obtain a permits for Special Events (events that exceed 250 people), see guidelines on pages 10, 11 & 12 of this manual.

To obtain a permit for NPS fields, the same process as mentioned above, should be followed.

To obtain a permit for NPS picnic groves, the applicant must be an adult resident of the Washington Metropolitan

Area (District of Columbia, Maryland or Virginia) and **must apply in person (DC Parks and Recreation, Headquarters)**.

The applicant must show identification that verifies his/her name, age, and current address.

Notice of Availability

A Notice of Availability will be mailed to the applicant within ten business days from the date of receipt of a completed PAF. The amount of fees to be paid will be reflected on this notice.

OTHER INFORMATION:

Properties

The open space used for picnicking in the District of Columbia is either under the jurisdiction of the Federal Government, Department of the Interior, National Park Service or the DC Parks and Recreation. The DC Parks and Recreation is responsible for eighty-three ballfields: forty-four with lights and thirty-nine without lights. There are nine pavilions on DC Parks and Recreation property (five at Fort Lincoln Recreation Center; one at Langdon Park Recreation Center; and three at Kenilworth-Parkside Recreation Center).

GENERAL RULES:

1. This permit is applicable only for the areas designated on your permit
2. Permits are non-transferable and cannot be sold or resold. Any violation of this provision will result in revocation of all permits issued to the permittee.
3. This permit is terminable at will by the Director of DC Parks and Recreation. Depending on the location, the DPR or US Park Rangers or the US Park Police may revoke your permit without prior notice for public safety or damage to property
4. DC Parks and Recreation retains the right to temporarily suspend a permit, or to change the permit location. DPR will make reasonable efforts to provide an alternate location.
5. If the reservation was made on a last-minute basis, i.e., the application was received within less than five working days prior to the event, and the site is available for permitting, payment must be remitted promptly.
6. Should an event not take place due to inclement weather conditions (e.g., an outdoor event at a park) or unforeseen act, a credit will be issued for one (1) rain date during the current permitting period of the calendar year. The rain date will be dependent on space availability or an alternate location may be negotiated. **No refunds will be given.**
7. Should an applicant cancel an event for any reason, a letter of cancellation must be submitted. There will be a nominal processing fee associated with each cancellation. The refund policy will be as follows:

Less than 1 month prior to the event:	0% refund
1 or more months prior to the event:	75% refund
8. DC Parks and Recreation and National Park Service reserve the right to request that the permittee provide proof of approved site. The permit must be in your possession at the time of your event.
9. If a requestor is issued a notice of availability for a site that does not have restroom facilities or when a recreation center is closed, the requestor must supply their own portable toilets. Therefore, copies of contracts for portable toilets for all types of permits, whenever required, must be submitted to the DC Parks and Recreation prior to the issuance of a permit.

10. Moderate amplification is allowed on DPR properties. However, sound levels must not exceed 78 decibels (by order of city regulations). While using and regulating any sound equipment, please be mindful that many of our facilities are located in the midst of residential neighborhoods, and for that reason, consideration for the residents and community not taking part in the event, is essential. Amplification equipment are not allowed on Federally owned lands (NPS Property).
11. Clean-up deposits in part or in whole, will be refunded by mail to the applicant, upon inspection of the property by a Department representative. Refunds will be disbursed within thirty business days after the event takes place. If the Department representative deems that the property was left in an unsatisfactory condition, the refund shall not be given. If the property is left in an unsatisfactory condition needing any type of repair, an assessment of the damage will be performed and the applicant will be billed accordingly. In such cases, payment must be remitted promptly.
12. All trash and debris must be removed from the facility/park grounds at the conclusion of the event. If all trash is not completely removed from the property, a disposal fee will be imposed and or your clean-up deposit withheld.
13. The use of illegal substances: alcohol, explosives, firecrackers, firearms or weapons on District of Columbia property is prohibited by the District of Columbia Municipal Regulations and the District of Columbia Code.
14. No person shall kindle, build, maintain, or use a fire in any place, portable receptacle, or grill except in places provided and/or authorized by the Department. Ground camp-fires are not allowed in any DC Parks and Recreation property. If a fire is kindled and contained in a portable receptacle grill, it must be continuously under the care and direction of a competent person over eighteen (18) years of age, from the time it is kindled until it is extinguished. No such fires shall be within ten feet of any building, tree, or underbrush or beneath the branches of any tree.
15. Do not leave, throw away or toss any lighted match, cigar, or cigarette, hot coals, or other flammable material within, on, near, or against any tree, building, structure, vehicle or enclosure, or in any open area.
16. It is a violation to engage in disorderly behavior in any DC Parks and Recreation property. The permittee is responsible for the conduct of anyone in attendance at the permitted event and will be liable for damages to persons or property arising from such conduct.
17. Neither the District of Columbia Government nor the DC Parks and Recreation will assume responsibility for claims of personal injury or damage to public or private property arising from the use of our facility/park premises during the period of use under permits.
18. It is a violation to post, display, affix, distribute, construct in, on, or above the surface of any DC Parks and Recreation property without prior approval from the DPR's Director.
19. It is unlawful for any person to spit, urinate or defecate in any property or facility, except for established

locations specifically designed for such purpose.

20. **Rules for the Use of Fields:** All other rules apply, however, the following are additional, specific rules for fields
- Annually, fields will not be available for use during November 20 thru March 15. This is to provide maintenance. Page 3
 - No practices will be allowed on fields that are in high demand.
 - Only teams with permits will be allowed to play.
 - Care must be taken for protection of pedestrians from injury by kicked, thrown, or batted balls.
 - Boisterous conduct or use of vulgar or profane language is forbidden: players and spectators must be orderly.
 - Should any disturbance occur, activities will be suspended immediately. Persons violating these provisions will be subject to removal.
 - Permit holders will refrain from playing on any of DPR's and NPS's fields during rainy weather or if there is standing water on the fields, no fields may be used within 48 hours of significant rainfall, or when the ground is not firm enough to preclude damage.
 - League representative must maintain a participants roster for all leagues.
 - Teams must supply their own Medical/Liability Insurance.
 - Teams must supply their own equipment.
 - Uniforms are required: Teams can have caps/tee shirts or tee shirts/pants of the same color.
 - Ballfields will be permitted and used for a specific type of sport, e.g., soccer, softball, etc.
 - Only lime may be used to mark NPS's playing fields
21. Permit holders must adhere to the starting and ending times for the date(s) permitted for the event(s). Failure to comply with this regulation may result in the revocation of the permit and may also jeopardize consideration for future permits. DPR reserves the right to revoke a permit if the field or court is reserved but not used. The event will be monitored to ensure compliance.
22. No person shall throw, catch, kick or strike any baseball, football, basketball, soccer, golf or tennis ball, or similar object, nor shall any person engage in any sport, game or other competition except in areas designated and maintained as such for which a permit has been issued.
23. Vehicles are not to be driven or parked on park grounds, only in designated public parking areas. Violation of this stipulation will result in a citation by the Metropolitan Police Department.
24. No person shall use any open area property of the DC Parks and Recreation's, including designated parking areas, for the purpose of performing non-emergency automotive work, including, but not limited to, vehicle maintenance, repairs, or cleaning.
25. Pursuant to DCMR19, 729.1 the use public recreational facilities should not be granted for commercial uses, for private profit, or for money-raising purposes. Therefore, no fees of any kind may be collected on recreation property, e.g., entry or registration fees, ticket sales, offerings, etc. The only deviation from this regulation will be the engagement of vendors at permitted Special Events/Large Festivals. This regulation stipulates that if an applicant engages with any vendors, there will be a 20% per vendor collection fee to cover vending space. This amount must be paid to DC Parks and Recreation within thirty days after the event. Please note that federal regulations prohibit vending of any kind on federal property. .

26. The Department's Office of Parks & Facility Maintenance, prior to each event date, will handle grass cutting and park maintenance. Their number is (202) 727-5465.

NATIONAL PARK SERVICE PROPERTY:

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NPS Picnic Groves

The two largest National Park Service areas are Rock Creek and Fort Dupont Parks. DC Parks and Recreation, in conjunction with the National Park Service, is charged with permitting designated groves in Rock Creek and Fort Dupont Parks.

There are ten (10) designated picnic groves available for permitting by the DPR in Rock Creek Park. In Fort Dupont Park, there are three designated groves permitted by DPR.

The maximum number of patrons allowed at the groves in Rock Creek Park and Fort Dupont is between 50-75, depending on the size of the grove. The permits for **Rock Creek Park are issued in four-hour blocks of time**, and at **Fort Dupont in eight-hour blocks**. An applicant is eligible to receive only one permit per day for NPS properties (picnic groves). **All patrons must vacate the parks by dark.**

Other than permits for Rock Creek Park and Fort Dupont Park, all inquiries for other federally-owned parks should be directed to: National Capital Parks-East, 1900 Anacostia Drive, SE, Washington, DC 20020, (202) 690-5185. For inquiries about Haynes Point and East Potomac Park, contact National Capital Parks-Central, 1100 Ohio Drive, SW, Washington, DC 20242, (202) 619-7225.

NPS Volleyball Courts

The DC Parks and Recreation permits nine volleyball courts for National Park Service. The same regulations for permitting of the picnic groves apply to the volleyball courts. Applicants **must apply in person** at the DPR's Headquarters. Applicants may apply and be permitted for only one court during one month. Each permit will be honored for only one specified day of the week throughout that month. Volleyball permits issued by DPR on behalf of the National Park Service are for **open play** only, beginning May 1 of the given year, **no permits are issued by DPR for league play or tournaments**. [For Special Use Permits you may contact Leonard Lee in the NPS Permits Office at 202-619-7225.]

NPS Fields

The DC Parks and Recreation permits a number of fields for the National Park Service for the use of both youth and adults. There is no charge for the use of these fields except for a nominal processing fee.

National Park Service (NPS) Properties

PICNIC GROVES				
NPS Properties	Number of Areas/Courts	Duration of Authority (Per Year)	Special Comments	NPS Associate
Rock Creek Park *Pierce Mill (grove 1) *Beach Drive (groves 6 - 10) *East/West Glover Rd. (groves 13 & 14) *16 th & Colorado (groves 23 & 24)	10 Picnic Groves	May 1 thru October 31 Prior and After- all areas are first come serve	Accept Application on Jan. 2 (Must Apply in Person) Two different time frames: 7:30am – 3:30pm 4:00pm - Dark	Before May 1 and after October 31, please contact Janet Braxton (202) 690-5185
Fort Dupont Park *Randall Circle @ Minnisota & Mass. Ave. (2) *Lanham Estates @ Alabama Ave. & Beck Street, SE (1)	3 Picnic Areas	May 1 thru September 30 Prior and After- all areas are first come serve	Accept Application on Jan. 2 (Must Apply in Person) All Permits 8:30am – Dark	Before May 1 and after September 30, please contact Janet Braxton (202) 690-5185

NPS COURTS/FIELDS				
NPS Properties	Number of Areas/Courts	Duration of Authority (Per Year)	Special Comments	NPS Associate
Volleyball Courts Rock Creek Park *16 th & Colorado (2)	Two Courts	April 1 thru November 15		Before April 1 and after November 15 please contact Brenda Hynson (202) 282-1063
Volleyball Courts *17 th & Constitution (1) *26 th Street Circle (6)	Seven Courts	April 1 thru August 31 . Prior and After- all areas are first come...	Accept Application on First Working Day of Previous Month (Must Apply in Person)	Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
Anacostia Park *1800 Anacostia Drive, SE Baseball Field (1) *1800 Anacostia Drive, SE Football Field (1) * Good Hope Road, SE Soccer Field (1)	Three fields	April 1 thru September 30		Before April 1 and after September 30, please contact Lawrence Burgess (202) 472-3873
W. Potomac Park Fields 1100 Ohio Dr., SW *FDR Memorial (6 Softball) *23 rd & Independence (3 Softball) *Cricket Pad (Bet. Field 2 & 3)	Nine Fields 1 Cricket Pad	April 1 thru August 31		Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
Walenberg Field 15 th & C Streets, SW *Rugby Field (1)	One Field	April 1 thru August 31		Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
Henry Bacon Dr. Fields Henry Bacon Dr. & Constitution *Softball Fields (3)	Three Fields	April 1 thru August 31	Currently Offline Will be ready for use in Spring of 2002	Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
23rd & Constitution Softball Fields (3)	Three Fields	April 1 thru September 30		Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
Carler Barron 16 th & Kennedy Streets, NW *S. of Morrow Dr. (3 Softball) *N. of Morrow Dr. (1 Softball)	Four Fields	April 1 thru November 15	Fields will be Offline from November 15, 2002 thru March 31, 2002	Before April 1 and after November 15 please contact Brenda Hynson (202) 282-1063
Fort Reno Chesapeake & Nebraska Avenues *Soccer Field (1) *Softball Field (1)	Two Fields	April 1 thru November 15	Fields will be Offline from November 15, 2002 thru March 31, 2002	Brenda Hynson (202) 282-1063

NPS FIRST COME FIRST SERVE FIELDS

NPS Properties	Number of Areas/Courts	Duration of Authority (Per Year)	Special Comments	NPS Associate
Fort Totten Park Fort Totten Drive & Crittenden Street *Softball (1) *Soccer (1)	Two Fields	Year-round jurisdiction	First come first serve (no permit required)	Brenda Hynson (202) 282-1063
Fort Bayard 47 th & Fessenden Streets *Softball (1) *Soccer (1)	Two Fields	Year-round jurisdiction	First come first serve (no permit required)	Brenda Hynson (202) 282-1063
Rock Creek Park 20 first come first serve picnic groves along Beach Drive, Glover Road and Piney Branch Parkway	Twenty Picnic Groves	Year-round jurisdiction	First come first serve (no permit required) Will service 8 to 10 people each grove	Brenda Hynson (202) 282-1063
Fort Reno Park 39 th & Fessenden Streets *Softball (1) *Soccer (1)	Two Fields	Year-round jurisdiction	First come first serve (no permit required)	Brenda Hynson (202) 282-1063

Year 2002 Fee Schedule

**National Park Service Picnic Groves, Courts & Fields
(Per Event)**

Type	DC Resident	Non-Resident
NPS Picnic Groves	No Charge Processing fee: \$5.00	No Charge Processing fee: \$5.00
NPS Volleyball Courts	No Charge Processing fee: \$5.00	No Charge Processing fee: \$5.00
NPS Fields	No Charge Processing fee per team: \$5.00	No Charge Processing fee per team: \$5.00

DC PARKS AND RECREATION PROPERTY:

Fees:

The permit fees for all DPR property quoted in this manual are according to the Fee Schedule published in the District of Columbia Municipal Regulations, 19DCMR 716.5, June 2002. Please do not submit payment with your application. You will be requested to submit payment when you receive your Notice of Availability.

For National Park Service property, there is no charge except for a nominal processing fee for the use of the fields and those picnic groves located in Rock Creek Park and Fort Dupont Park that are permitted by the DC Parks and Recreation. These permits are issued on a first come, first served basis using the priority system previously listed.

Deadline for Receipt of Payment by Applicant

Once the Notice of Availability has been issued, the applicant shall have two weeks in which to submit payment to confirm the reservation. **The Department reserves the right to cancel a request if payment is not received within this two-week period;** in such cases, the applicant must reapply and the property will be permitted based on availability. Permits will not be issued until all fees have been paid in full. All checks/money orders must be made payable to: DC Parks and Recreation. ***Any payment made less than 15 business days prior to the event will require cash, money order, or certified checks (no personal checks).***

Parks (including Small or Triangular-Shaped Parks)

The inventory of DC Parks and Recreation includes a large number of parks, many of which are small and triangular-shaped located throughout the eight wards of the city. **Please note that the maximum capacity varies for each small or triangular-shaped park and will be noted on your permit when issued.** To obtain a permit for the use of a small or triangular-shaped park, please follow the instructions outlined above in the Permit Application Process. Please indicate any requests for rental of special equipment such as showmobile(s) generator(s), public address system, etc. Permitting fees for the use of small or triangular-shaped parks are as follows:

Year 2002 Fee Schedule Parks (including Small or Triangular-Shaped Parks) (Per Event)				
Type	DC Resident	Non-Resident	Clean-up Deposit (mandatory)	Other
Parks (including small or triangular-shaped)	\$50.00 (per day) \$50.00 (each add'l day)	\$65.00 (per day) \$65.00 (each add'l day)	\$50 (Resident) (per park per day) \$75 (Non-Resident) (per park per day)	Maximum number of people for small and medium parks is 50
Pavilions (a.k.a. gazebos or kiosks)	\$50.00 (per day) \$50.00 (each add'l day)	\$100.00 (per day) \$100.00 (each add'l day)	\$50 (Resident) (per park per day) \$75 (Non-Resident) (per park per day)	Maximum number of people per pavilion, is 50

Recreation Centers

DC Parks and Recreation is responsible for a number of recreation centers, many of which have picnic areas that can be permitted (see appendix A). **Please note that the maximum capacity varies for each recreation center and will be noted on your permit when issued.** To obtain a permit for the use of space at a recreation center, please follow the instructions outlined above in the Permit Application Process. Permitting fees for the use of recreation center space are as follows:

Year 2002 Fee Schedule Recreation Centers (Per Event)			
Type	DC Resident	Non-Resident	Clean-up Deposit
<i>One Room and Kitchen</i> (small to medium Recreation Center)	\$60 (every 3 hrs)	\$75 (every 3 hours)	\$50
<i>One Room and Kitchen</i> (large Recreation Center)	\$110 (every 3 hrs) plus staff overtime fees	\$150 (every 3 hours) plus staff overtime fees	\$50
Gymnasiums	\$30 per hour	\$50	N/A

Please Note:

Clean-up deposits in part or in whole, will be refunded by mail to the applicant upon inspection of the property by a department representative. However, if the representative deems that the property was left in an unsatisfactory condition, the refund shall not be refunded or shall be refunded in part only. If the property is left in an unsatisfactory condition and in need of any type of repair, an assessment of the damage will be performed and the applicant will be billed accordingly. Similarly, if large amounts of trash are left behind, a disposal fee will be charged to the applicant.

Ballfields/Basketball Courts

DC Parks and Recreation has responsibility for 81 ballfields, 44 with lights, and 37 without lights (see Appendix A). **Please note that the maximum capacity varies for each field/basketball court and will be noted on your permit when issued.** To obtain a permit for the use of a field or court, please follow the instructions outlined above in the Permit Application Process. Permitting fees for the use of a field/basketball court are as follows:



Year 2002 Fee Schedule
Ballfields/Basketball Courts (Per Event)

Type	DC Resident	Non-Resident
Ballfield/Basketball Court (youth use) Ballfield/Basketball Court (adult use)	<p>No Charge</p> <p>Non-League Fees– \$30/hr.</p> <p>Tournament Fees \$30/hr.</p> <p>League Fees– Per Team:</p> <p>Co-Ed: \$425/team Men's: \$465/team Lawyers: \$465/team Women's: \$465/team Basketball: \$475/team Football: \$450/team Soccer (co-ed): \$350/team Soccer (men's): \$400/team</p>	<p>No Charge</p> <p>Non-League Fees– \$50/hr.</p> <p>Tournament Fees \$50/hr.</p> <p>League Fees– Per Team:</p> <p>Co-Ed: \$425/team Men's: \$465/team Lawyers: \$465/team Women's: \$465/team Basketball: \$475/team Football: \$450/team Soccer (co-ed): \$350/team Soccer (men's): \$400/team</p>

An additional \$25 per hour is charged for lighted fields.



Tennis Courts

Tennis courts are located at various recreation center sites (see appendix A). There are a number of additional park sites that contain tennis courts. Please refer to Appendix A for a listing of sites with both non-lighted and lighted tennis courts. Fees for the use of tennis courts are as follows:

Year 2002 Fee Schedule Tennis Courts		
Type	DC Resident	Non-Resident
Tennis Courts	Tennis Tournament Fees \$24 per hour per court	Tennis Tournament Fees \$34 per hour per court
Indoor Courts	\$30 per hour (peak hrs 5pm – 9pm) \$25 per hour (off peak hrs)	\$40 per hour (peak hrs 5pm – 9pm) \$35 per hour (off peak hrs)
Outdoor Courts	\$6 per hour	\$8 per hour
Tennis Courts	Adult use \$30.00 per hour per court	Adult use \$50.00 per hour per court

An additional \$25 per hour is charged for lighted courts.

Volleyball Courts

Volleyball courts are located on various recreation center sites (see appendix A). Please refer to Appendix A for a listing of sites with both non-lighted and lighted volleyball courts. Fees for the use of volleyball courts are as follows:

Year 2002 Fee Schedule Volleyball Courts		
Type	DC Resident	Non-Resident
Volleyball Courts	Non-League Fees —\$30/hr. Tournament Fees — Per Team \$240	Non-League Fees —\$50/hr. Tournament Fees — Per Team \$240

Special Events/Large Festivals (at any DPR property at the large capacity level)

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In order to obtain a permit for an event at which the expected attendance will exceed 250 (at select sites only), the following requirements must be met. The applicant must:

1. Complete and return a Permit Application Form to DC Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010, (202) 673-7449.
2. Obtain personal liability and property damage coverage in the amounts of \$1,000,000 and \$300,000 respectively (with the DC Parks and Recreation as the beneficiary). Applicants shall indemnify the District of Columbia Government and the DC Parks and Recreation against any claims of personal injury and property loss or damage.
3. Submit payment to the DC Parks and Recreation for fees as follows:
 1. A non-refundable \$500 *Special Events Fee*, for each property to be used, prior to the issuance of a permit.
 2. A non-refundable \$75 *Special Events Application Fee*.
 3. A facility usage fee determined by the expected attendance of the event (see Fee Schedule for Special Events/Large Festivals listed on page 11 of this manual).
4. Post a **\$100,000** Performance Bond, with the DC Parks and Recreation as the beneficiary. This may be done either by obtaining a performance bond from an insurance carrier (one day rider), or by leaving a money order or certified check on deposit with the Department until after the event takes place, at which time it will be returned uncashed, providing there has been no damage to the property/facility/grounds. The determination whether the property has been left in an acceptable condition will be responsibility of a Department representative who will conduct an inspection of the property after the event has taken place. However, if the Department representative deems that the property was left in an unsatisfactory condition, the refund shall not be refunded or shall be refunded in part only. In addition, if the property is left in an unsatisfactory condition needing any type of repair, an assessment of the damage will be performed and the applicant will be billed accordingly. In such cases, payment must be remitted promptly.
5. Adhere to the following: if the applicant's event will include vendors, 20% of the fees collected for vending space must be paid to the DC Parks and Recreation within thirty days after the event. Under this requirement, the applicant is required to provide to the DC Parks and Recreation, the number of vendors expected, a listing of all vendors with addresses, contact numbers and Tax ID/Social Security numbers prior to the event.
6. Obtain advance certification for any food preparation and handling associated with the event activity from the DC Consumer and Regulatory Affairs, Business License Administration, Mr. Maurice Evans at (202) 442-4351.
7. Make a presentation to:

Mayor's Special Events Task Force
DC Emergency Management Agency
Mr. Peter G. LaPorte, Director
2000 14th Street, NW, 8th Floor
Washington, DC 20009

To schedule a presentation, call (202) 673-2101, extension 3161. The presentation should include a detailed description of event activities, security arrangements, and cleanup. This package must also be submitted to the DC Parks and Recreation.

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8. Contact the local Advisory Neighborhood Commission (ANC), and make a presentation. The applicant must submit a copy of written approval, from the ANC endorsing the event to the DC Parks and Recreation.
 9. Sign an agreement for use of the park/facility/grounds that enumerates the costs associated with the rental of equipment and payment of personnel overtime costs associated with the event where necessary (this includes facility staff). Payment of all fees must be made at this time.
 10. Provide portable toilets for the event and submit a copy of the contract for these toilets to the DC Parks and Recreation, Permit Office, when remitting payment for the permit.
 11. When submitting payment, performance bonds, cleanup deposits, and rental of special equipment must be made by separate checks.
 12. When submitting payment, the special events fee, special events application fee, overtime for staff, and lights, etc. can be made with one check.

Issuance of permits for Special Events/Large Festivals creates a responsibility for organizations to comply with existing District of Columbia regulations and laws. Part of the policy in permitting District of Columbia Parks and Recreation facilities for special events/large festivals, is to coordinate closely with the local Metropolitan Police District to ensure that all regulations and laws are complied with by users of the facility. Police Officers of the appropriate District and the DPR's Urban Park Rangers (UPR) will conduct random checks to ensure that the safety and welfare of the community are preserved. In addition, staff of the District of Columbia Parks and Recreation, Parks & Facility Maintenance Administration, will monitor the event closely as well.



Year 2002 Special Events Fee Schedule

Year 2002 Fee Schedule Special Events/Large Festivals			
Description	Fee Required		
Special Events Fee	\$500		
Special Events Application Fee	\$75		
Facility Usage Fee	(See Year 2002 Fee Schedules per Facility)		
Performance Bond	\$100,000.00		
Insurance Coverage for Liability and Property Damage	\$1,000,000.00(liability) and \$300,000.00(property damage)		
Overtime (facility staff) & Overtime (showmobile driver)	No. of hours at overtime rate (costs will be determined and applicant will be informed on DPR's Notice of Availability response)		
Rental of Special Equipment	(See Year 2002 Fee Schedule for Rental of Special Equipment)		
Lights	\$25/hour		
Vending	20% of vendor fees collected for space		
Expected Attendance	Deposit	DC Resident	Non-Resident
250-500	\$1,000	\$500	\$500
501-999	\$1,500	\$600	\$600
1,000-2,999	\$2,500	\$1000	\$1000
3,000-4,999	\$2,750	\$1,500	\$1,500
5,000+	\$2,750	\$2,000	\$2,000



YEAR 2002 FEE SCHEDULE FOR RENTAL OF SPECIAL EQUIPMENT

Year 2002 Fee Schedule Rental of Special Equipment					
Description	Unit Price (\$/day)	*Deposit	Description	Unit Price (\$/day)	*Deposit
Large Showmobile (32' x 16')	\$550.00	\$300.00	Podium	\$20.00	20.00
Medium Showmobile (28' x 16')	\$450.00	\$150.00	Platform (4' x 6' x 2') (Not recommended for dancing/stepping)	\$20.00	\$20.00
Description	Unit Price (\$/day)	*Deposit	Description	Unit Price (\$/day)	*Deposit
Small Showmobile (20' x 16')	\$350.00	\$100.00	Microphone	\$10.00	\$20.00
Generator	\$50.00	\$20.00	Lecternette	\$25.00	\$20.00
Large P.A. System with microphone	\$100.00	\$20.00	Picnic/Sports Kit (Late Return Charge): DC Resident: \$15/day Non-Resident: \$20/day	DC Resident Rental Fee: \$25/day Non-Resident Rental Fee: \$30/day	\$30.00 \$30.00
Small P.A. System with microphone	\$50.00	\$20.00	Tent (20' x 40') 1 st day rental Each additional day	\$600.00 \$100.00	N/A N/A
<p>Note: The unit price does not include the required deposit. These fees should be paid in separate checks or money orders.</p> <p>Staff Overtime: Some of the above equipment may require staff overtime for setting up. Rates vary according to the number of overtime hours required. Costs will be determined and applicant will be informed on DPR's written Notice of Availability response.</p>					

*The deposit is refundable and will be returned to the applicant upon inspection of the equipment by DPR staff. However, for any equipment that is returned in a damaged condition or is missing parts, the deposit will not be returned.

Important Notes:

For rental of a showmobile or tent, a minimum of 2-weeks advance notice is required **(the rental period for showmobiles is March 1 thru October 31 only)**. For other equipment, a minimum of 1-week advance notice is required. All equipment except for picnic/sports kits must be returned to the Department's Office of Support Services the next business day after the event takes place. Picnic/sports kits must be returned to the DPR's Headquarters. Upon completion of inspection by this office, deposits for equipment will be returned to the applicant. If any equipment is returned in an unsatisfactory condition needing any type of repair; an assessment of the damage will be performed and the applicant will be billed accordingly. In such cases, payment must be remitted promptly.



DC Parks and Recreation Properties & Amenities

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at (202) 673-7449/7667

Amenities														
	Little League 60' Diamond	Baseball Field 90' Diamond	Large Multi-Purpose Room	Small-Med. Multi-Purp. Rm.	Basketball Court	Football Field	Gymnasium	Picnic Area	Playground	Softball Field	60'x40' Soccer Field	Swimming Pool(s)	Tennis Court	Volleyball Court
WARD 1														
R001 Banneker Community Center 2500 Georgia Ave., NW 202-673-6861	X	L	X	X	L			X	X			X	X	
R004 Kalorama Recreation Center 19 th St. & Kalorama Rd., NW 202-673-7606				X	X				X					
SF01 Lincoln Hiatt Pl. & Irving St., NW											L			
R006 *** Marie Reed Recreation Center 2200 Champlain St., NW 202-673-7768 SP01 *** Marie Reed Recreation Center (Year-Round Swimming Pool) TC01 Reed (Tennis Court-18th & California Sts., NW)					L							W YR	L L	
R007 Mitchell Park Recreation Center 23 rd & S Sts., NW 202-673-6871				X				X	X	X	X			X
R008 Parkview Recreation Center Warder St. & Otis Pl., NW 202-576-6024	OL			OL	OL				OL	OL		OL		
WARD 2														
TC07** Francis 24 th & N Sts., NW										X	X	O	L	
R009 Georgetown Recreation Center 34 th St. & Volta Pl., NW 202-282-2183	X				X			X	X	X		O	X	X
R011 Kennedy Recreation Center 7 th & P Sts., NW 202-673-7614 OFFLINE	OL			OL	OL			OL	OL					
TC08** Montrose Park 30 th & R Sts., NW													L	

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WARD 2 cont'd														
R014 Rose Park Recreation Center 26 th & O Sts., NW 202-282-2208	X			X	X			X	X	X			X	X
R015 ***Shaw Recreation Center 10 th St. & Rhode Island Ave., NW 202-673-7255	X				L					X			L	L
R016 Stead Recreation Center 1625 P St., NW 202-673-4465	L			X	L				X	X	X			
WARD 3														
R017 Chevy Chase Community Center 5601 Connecticut Ave., NW 202-282-2204			X	X	L									
R018 Chevy Chase Playground 41 st & Livingston Sts., NW 202-282-2200	X			X	L				X	X				
TC05** Forest Hills 32 nd & Brandywine Sts., NW	X								X				X	
R019 Friendship Recreation Center 4500 Van Ness St., NW 202-282-2198	X	X		X	X			X	X	X			X	
R020 Guy Mason Recreation Center 3600 Calvert St., NW 202-282-2180	L			X				X	X	L				
R010 Hardy Recreation Center 45 th & Q Sts., NW 202-282-2190				X	X			X	X		X		X	
R021 Hearst Recreation Center 37 th & Tilden Sts., NW 202-282-2207				X	X			X	X		X		X	
R023 Macomb Recreation Center 3409 Macomb St., NW 202-282-2199	X			X	X			X	X					
R024 Palisades Recreation Center Dana St. & Sherrier Pl., NW 202-282-2186	X		X	X	L			X	X	X	X		X	X
R025 Stodder Recreation Center 39 th & Calvert Sts., NW 202-282-2193	X			X					X	X	X			
SP02 ***Woodrow Wilson Nebraska Ave. & Chesapeake St., NW 202-282-2216												X		

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WARD 4														
R026 Emery Recreation Center Georgia Ave., & Madison St., NW 202-576-6859 OFFLINE	OL	OL		OL	OL			OL	OL	OL				
R027 Fort Stevens Recreation Center 13 th & Van Buren Sts., NW 202-576-6851				X	L	X		X	X		X		X	
R028 Hamilton Recreation Center 13 th & Hamilton Sts., NW 202-576-6855				X	X				X	X	X			X
Keene (Field Only) Missouri Avenue & Riggs Rd., NE											X			
R022 Lafayette Recreation Center 33 rd & Patterson Sts., NW 202-282-2206	X			X				X	X		X		X	
R029 Lamond Recreation Center Kansas Ave. & Tuckerman St., NW 202-576-6881	L			X	L				X					
R030 Petworth Recreation Center 8 th & Taylor Sts., NW 202-576-6850				X	L				X					
R031 Raymond Recreation Center 10 th St. & Spring Rd., NW 202-576-6856				X	X	X			X		X		X	
BF01 ***Riggs LaSalle Riggs Rd. & Nicholson St., NW 202-576-6045 FIELD ONLY OFFLINE	OL	OL												
R032 ***Rudolph Recreation Center 2 nd & Hamilton Sts., NW 202-576-6857	X	X				X				X	X			
R033 Takoma Recreation Center 3 rd & Van Buren Sts., NW 202-576-6854	X			X	L	X			X	L	L	O	L	
R035 Upshur Recreation Center 14 th St. & Arkansas Ave., NW 202-576-6842	X			X	L				X	L		O		

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WARD 5														
R036 Arboretum Recreation Center 24 th St. & Rand Pl., NE 202-727-5547				X	X			X	X				X	
TC10** Backus South Dakota Ave. & Hamilton St., NE									X				L	
R037 Brentwood Recreation Center 15 th & Downing Sts., NE 202-576-6401				X	L				X	X				
TC11** Brentwood Park 6 th St. & Brentwood Parkway, NE	L	L											X	
Bundy (Field Only) 4 th & P Streets, NE										L				
TC12** Dunbar I & O Sts., NW													L	
R044 *** Dwight Mosley (formerly Taft) 18 th & Perry Sts., NE 202-576-6417	L	L			L	L			X	L	L		L	
R039 Edgewood Recreation Center 3 rd & Evar Sts., NE 202-576-6410	L	L		X	L			X	X	L			X	
R040 *** Ft. Lincoln Recreation Center 31 st Pl. & Ft. Lincoln Dr., NE 202-576-6818	L				L			X	X	X		I	L	
R047 Joe Cole Recreation Center (formerly Wheatley) 1200 Morse St., NE 202-724-4876				X			X	X	X					
R041 Langdon Park Recreation Center 2901 20 th St., NE 202-576-6595			X	X	L	L	X	X	X	L	L	O		X
New York Avenue (Field Only) 1 st Street & New York Avenue, NW	X													
R043 N. Michigan Recreation Center 13 th & Emerson Sts., NE 202-576-6845 OFFLINE	OL			OL	OL			OL	OL	OL		OL		
R045 Trinidad Recreation Center Holbrook & Childress Sts., NE 202-727-5446		L		X	L	L			X	L	L	W		
R046 Turkey Thicket Recreation Center 10 th St. & Mich. Ave., NE 202-576-6414 OFFLINE		OL		OL	OL	OL			OL	OL	OL		OL	OL

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WARD 6														
PSF1 *** Amidon Fourth & I Sts., SW										X				
SPO5 Capital East Natatorium 635 North Carolina Ave., SE 202-724-4495 OFFLINE												OL		
R049 Capper Recreation Center 5 th & K Sts., SE 202-727-5478	L	L				L				L	L			
TC02** Jefferson (Field Only) 8 th & H Sts., SW										X			L	
PSF2 *** John Tyler (Field Only) 11 th & I Sts., SE														
R012 King-Greenleaf Recreation Center 201 N St., SW 202-727-5454	L	L			L	L		X	X	L			L	L
TC03** Lansburgh Park K St. & Delaware Ave., SW													L	
R013 Randall Recreation Center South Capitol & I Sts., SW 202-727-5505				X	L			X	X	X		O	L	L
R055 Rosedale Recreation Center 17 th & Gales Sts., NE 202-727-5434	L	L		X	L	L			X	L	L	O	X	
Sherwood Recreation Center 10 th 7 G Sts. NE 202-727-5480 OFFLINE														
R056 Virginia Avenue Recreation Center 10 th St. & Potomac Ave., SE 202-727-5980				X	X			X	X					
R057 *** Watkins Recreation Center 12 th & E Sts., SE 202-724-4468	L				L	L			X	L	L	W		L

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WARD 7														
R059 Benning Park Recreation Center 51 st & Fitch Sts., SE 202-645-3957	L			X	L		X	X	X	X		O	L	
R060 Benning Stoddert Recreation Center 100 Stoddert Pl., SE 202-645-3956	L	L		X	L	L	X	X	X	X	L	W	L	
TC13** Deanwood 49 th & Nash Sts., NE									OL				OL	
TR01 DC Center for Therapeutic Recreation 3030 G St., SE 202-645-3993	X		X		X	X	X	X	X	X	X	I		
R061 ***Evans Recreation Center 5600 E. Capitol St., NE 202-727-5548					L	L					L		X	L
R062 Fort Davis Recreation Center 1400 41 st St., SE 202-645-3975	OL			OL	OL		X		X	OL			OL	OL
TC14** Garfield Park 3 rd & G Sts., SE													L	
R063 Hillcrest Recreation Center 32 nd & Denver Sts., SE 202-645-3988	L	L		X	L	L		X	X	L	L		L	
TC15** Kelly Miller 49 th & Brooks Sts., NE	L	L											X	
R064 Kenilworth-Parkside Recreation Center 4300 Anacostia Ave. NE 202-727-5440	L	L	X	X	L	L	X	X	X	L	L	O	L	X
TC16** Langston 26 th & Benning Road, NE													X	
TC17** Randle Highlands 31 st St. & Pennsylvania Ave., SE								OL			OL		OL	
R065 Ridge Recreation Center Ridge Rd. & Burns St., SE 202-645-3959	L			X	L			X	X	L		O		
R067*** Ron Brown Recreation Center 4800 Meade St., NE 202-727-5433														
R068 Watts Branch Recreation Center 62 nd St. & Banks Pl., NE 202-727-5432		L		X	L	L		X	X		L			

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WARD 8														
R069 Bald Eagle Recreation Center MLK Ave. & Joliet St., SW 202-645-3966	X			X	X		X	X	X				L	
R070 Barry Farms Recreation Center 1230 Sumner Rd., SE 202-645-3896	L			X	L	L		X	X	L	L	O/W	L	
R071 Congress Heights Recreation Center Alabama Ave. & Randle Pl., SE 202-645-3981				X	L			X	X	X			L	
R072 Douglass Recreation Center 19 th St. & Stanton Terrace, SE 202-645-3980				X	L			X	X	X	X	O	L	
R073 ***Ferebee Hope Recreation Center 8 th & Yuma Sts., SE 202-645-3923	L				L	L			X	L	L		L	
R074 Fort Greble Recreation Center MLK Ave. & Elmira St., SW 202-645-3973	L	L		X	L	L		X	X	L	L			
R050 Ft. Stanton Recreation Center 18 th & Erie Sts., SE 202-645-3970	L	L	X	X	L	X		X	X	X	X	X	X	X
TC18** Friendship-Oxon Run Livingston Rd. & S. Capitol St., SE													X	
R075 ***Hart Recreation Center 601 Mississippi Ave., SE 202-645-3924 ***Hart/Simon	X												X	
TC19** Oxon Run 7 th St. & Mississippi Ave., SE Oxon Run 4 th & Wayne Sts., SE Oxon Run 4 th St. & Mississippi Ave., SE Oxon Run 4 th St. & Wheeler Rd., SE Oxon Run Livingston Rd. & Atlantic St., SE								X X X X					X	

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